Attachment I

Fire Prevention Plan
(template)

FIRE PREVENTION PLAN

for

Facility Name

Facility Address

DATE PREPARED:

LIST OF MAJOR FIRE HAZARDS

The following materials and equipment (check applicable) are present on site and can become the potential fire hazards when handled improperly or in poor working condition:

- ☐ Electrical circuits, wiring and extension cords.
- ☐ Electrical Equipment
- ☐ Coffee and tea pots
- ☐ Toasters
- ☐ Portable Heaters
- ☐ Flammable/combustible materials.
- ☐ Welding equipment.
- ☐ Oil-soaked rags.
- ☐ Other

FLAMMABLE/COMBUSTIBLE MATERIALS STORAGE AND HANDLING

The following flammable/combustible materials are stored or/and used on site (List diesel fuel tanks, heating oils, gasoline, hydrogen, solvents, etc.):

Name	Quantity	Type of Container	Location

Storage:

- Flammable/combustible materials shall be stored in approved flammable storage cabinets. Flammable cabinets are located in _____.
- The storage of flammable/combustible liquids shall not physically obstruct a means of egress from the building or work area.
- Rooms used for storage of flammable/combustible materials should be well ventilated.
- " NO SMOKING" signs shall be posted near areas where flammable/combustible materials are stored or used.
- The minimum practical amount of flammable/combustible materials should be kept on hand.
- Flammable/combustible solvents shall be stored in the approved safety cans. Portable containers shall not exceed maximum capacity of 5 gallons.
- Flammable paints and oils used for maintenance purpose, may be stored outside of approved storage areas if kept at the work area for less than 10 calendar days.
- Water-reactive materials shall not be stored in the same room as flammable/combustible liquids.
- Liquified petroleum storage tanks (if applicable) shall be guarded to prevent damage from moving vehicles.
- Fire extinguishers, Class B, shall be located within 10 feet from the flammable storage areas.

Handling:

- Containers of flammable and combustible liquids have to be tightly sealed.
- Combustible waste materials and residues shall be kept to a minimum and disposed of daily.
- Oil- and solvent-soaked rags shall be placed in approved waste containers.
- Spills of flammable/combustible materials shall be cleaned up immediately. Absorbent materials used for spill clean up shall be disposed of properly.
- Flammable materials shall not be used near sources of ignition (e.g., open flames, smoking, lightning, electrical and mechanical sparks, etc.).

ELECTRICAL EQUIPMENT AND FIRE PREVENTION

Any electrical equipment is a potential source of fire. The fire can be caused by short

circuits, overheated equipment, and failure of current limiters, thermal sensors or other devices. To prevent these hazards, the following safety practices should be in place:

- Electric wiring and equipment shall be in accordance with the current edition of the National Electrical Code, National Fire Protection Association (NFPA 70) and American National Standards (ANSI) standards.
- A fuse or a circuit breaker shall not have rating higher than specified for a circuit.
- Frames of electrical equipment shall be grounded.
- Electrical circuits shall not be overloaded at any time. Only one heat producing appliance may be plugged in the socket.
- Wiring should be covered when joined (e.g., outlets, switches, junction boxes, etc.).
- Utility lights shall be furnished with wire guards.
- Electrical motors shall be kept clean and in good working condition to prevent them from overheating.
- Periodic inspections of electrical equipment shall be performed to detect:

    1. Damaged electrical cords, wiring and fittings,
    2. Defective electric tools that spark,
    3. Loose electrical connections,
    4. Machinery that comes in contact with flammable materials, and
    5. Overloaded circuits.

HOUSEKEEPING PRACTICES

The following housekeeping practices should be in place to prevent fire hazards:

- General work areas such as offices and shops must be kept orderly and free of trash.
- Discarded packing material or scrap should not be accumulated inside the buildings.
- A sufficient number of trash receptacles and waste baskets should be placed at each work area and should be emptied daily.
- Oil- or chemical-soaked rags should be placed into covered metal or other approved containers.
- Dust and debris should be kept off machinery or electrical equipment.
- Spills of flammable/combustible materials should be cleaned up promptly.

FIRE PROTECTION EQUIPMENT AND SYSTEMS

Types:

The following types of fire protection equipment and/or systems are available at the facility (check applicable):

☐ **Portable Fire Extinguishers** (circle applicable and specify quantity)

1. Carbon Dioxide:
2. Halon 1301
3. Other

Inspection/maintenance: Annually
Hydrostatic testing: Carbon Dioxide - Every 5 years
Halon 1301 - Every 12 years

☐ **Automatic Sprinkler Systems**

Main drain flow test: Annually
Opening of inspector's test valve: Every two years

☐ **Fixed Fire Extinguishing Systems** (circle applicable)

1. Dry Chemical
2. Gaseous Agent
3. Water Spray and Foam

Inspection/maintenance: Semi-annually
(Weight and pressure check of refillable and non-refillable containers)

☐ **Fire Detection Systems**

Inspection/maintenance/testing: Annually and as often as needed
Cleaning and sensitivity adjustments: At periodic intervals

☐ **Fire Alarm Systems**

Maintenance and replacement of power supply: As often as needed
Testing of non-supervised alarm systems: Every two months
Testing of supervised alarm systems: Once a year

Inspection and Maintenance:

The following personnel are ultimately responsible for inspection and maintenance of fire protection equipment and/or systems.

Name or Job Title	Type of Equipment

The status of the fire protection equipment inspection/maintenance activities is shown below:

Type of Equipment	Last Inspection/ Maintenance Date	Name and Phone Number of Contractor